

## Visitors' Expectations

We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of the community.

If you have any concerns, we will always listen to them and address them.

Please be aware however that abusive, threatening, violent, racist, or discriminatory behaviour will not be tolerated in this school.

Visitors behaving in this way are likely to be removed from the premises and could be prosecuted.

## Smoking

The Weald School is a non-smoking site and smoking is not permitted within any of the buildings or school grounds. Thank you for complying with this policy.

## Dogs

Dogs are not permitted in the school grounds, with the exception of guide dogs.

## Disabled Visitors

If you are disabled and feel that you would require assistance while visiting the school, please advise the school office before you arrive or when you sign in, as well as the member of staff you are visiting so that appropriate arrangements can be made.

## We hope you enjoyed your visit

Thank you for taking the time to read this leaflet which has been designed to help you understand the measures in place to protect your well-being and security as well as our pupils, staff and other visitors.



# THE WEALD CHURCH OF ENGLAND PRIMARY SCHOOL

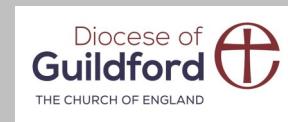
An Academy in the Good Shepherd Trust

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If you have any feedback or information you would like to share, which you feel would improve the efficiency, security and service of our school, we would be grateful if you could either inform a member of our office staff or email [info@wealdprimaryschool.co.uk](mailto:info@wealdprimaryschool.co.uk)



## Health and Safety

Welcome to our school. Before you may enter our school you are required to sign in and to wear your visitors' badge at all times.

Thank you for your co-operation in this important matter.

To comply with Health and Safety Regulations please take the time to read the following information which will alert you to the school's requirements while you are here.

As a visitor you have responsibility to care for your own and others' health and safety.

## **Signing in**

All persons are required to sign the Visitors' Book when arriving and departing from the school. A badge should be taken and worn at all times while in the school.

## **Traffic on site**

Vehicles are parked on the school site at your own risk. No vehicles may enter the site between the hours of 8.30-9.00am and 3.00-3.45pm. All drivers need to be aware that pupils may be in or near the car parking area and great care must be taken, particularly when reversing vehicles. The site speed limit is 5mph and this must be strictly observed.

If you park your vehicle in the front car park, you must not obstruct any area designated for buses, taxis, disabled visitors, Emergency Services, or across emergency/fire exits from the school. You also need to be very careful on the Newdigate Road when children are arriving and departing from the school. Do not stop in the area at the top of the school driveway. Observe hatching and yellow lines. Parents can apply for a permit to use the front car park. These are issued in exceptional cases only.

## **Fire**

The fire alarm can be raised by breaking a 'break glass' call point (situated in the school office area and around the school). The fire alarm is a continuous ring of the bell. The assembly point is located in the junior playground. In the event of a fire please follow instructions from a member of staff. Details of fire evacuation are posted in each classroom. You must go to the assembly point and be included in the roll call. If there is any other type of emergency evacuation, the same procedure as for fire will be followed.

All fire exit routes must remain unobstructed at all times. If you think you may require assistance during an evacuation please inform the office staff on

signing the visitor's book so that arrangements can be made to assist with your evacuation.

In the event of an intruder, you will hear a pulsing bell and lock-in procedures should be followed. Please stay with your class if applicable or lock yourself in the nearest room with other staff and pupils.

The school is a no smoking site.

## **Intruder Alarm Procedure**

A pulsating bell means remain inside/return to the building. Lock external doors and pull down the blinds.

## **First Aid**

If at any time you require first aid assistance you should contact the school office. Any child who is injured or ill should be taken to the school office.

## **Reporting Accidents**

All accidents on the school site must be reported to the school office before leaving the site.

## **Security and Child Protection**

All visitors without Disclosure and Barring Service (DBS) Clearance should not speak to or approach children unless there is a member of staff in attendance.

## **Risk Assessment**

A risk assessment for the work to be carried out must have been completed by your or the school and you must be familiar with the content. You must also have seen a Safe Working Procedure for the activity to be carried out.

## **Material Hazards**

Before disturbing any existing structures, you must ensure that you have ascertained if they contain any hazardous materials, eg Asbestos. This must be checked prior to any work taking place. If you have any queries regarding such matters you must contact the Business Manager or Site Manager before any work takes place.

## **Control of Substances Hazardous to Health**

An assessment of the materials and / or processes to be used must have been completed by the school. You must be familiar with the content before you use them.

## **Safe Working Procedures**

Where a safe working procedure is required for an activity, you must ensure that you have seen it and understood the content.

## **Working at heights**

You must be familiar with the school's risk assessments and safe working procedures for working at heights. Suitable access equipments must be used correctly.

## **Use of School Equipment**

You must not use any items of equipment which belongs to the school unless you have received the correct training, permission and information to enable you to do so.

## **Use of Own Equipment**

If you intend to bring your own equipment / materials into school for use by yourself or others, you must ensure they are safe and suitable for use in the school. If you are not sure, you need to contact Caryl Hodgson, Business Manager. In particular you must ensure that any mains electrical equipment brought onto the site is either covered by the Manufacturer's warranty or has been portable appliance tested. Mobile phones should not be in sight or used on the school premises while children are on site.

## **Hot drinks**

All hot drinks must be carried in a thermos flask or silicone-lidded cup. No hot drinks are to be carried along the corridors in a normal mug or cup.